Missouri Secretary of State, Library Development
(800) 325-0131

GATES
NEWS
NETWORK

Crystal City Public Library

Congratulations and Welcome to 2010!

We are pleased to announce that as of December 31, 2009 Phase I Gates Grant funds totaling **$193,050** have been approved for **23** of the qualifying libraries. Be sure to submit the required forms to the State Library as soon as they are completed so your library can receive its funds promptly!

Contents:

2010 Deadlines:

Matching Funds Verification— March 1, 2010

Purchase, Install, and enter inventory into TechAtlas— September 15, 2010

Phase II begins July 1, 2010

Completion of the ALA/UMCP Library Technology Survey— October-November, 2010

Carter County Library	$ 1,950	12/7/09
Caruthersville Public Library	$ 7,800	12/7/09
Salem Public Library	$ 3,900	12/10/09
Canton Public Library	$ 3,900	12/17/09
Chaffee Public Library	$ 3,900	12/17/09
Dallas County Library	$ 3,900	12/17/09
Howard County Library Dist	$ 7,800	12/17/09
Kirkwood Public Library	$ 5,850	12/17/09
Scotland County Public Library	$ 1,950	12/17/09
Stone County Library	$ 5,850	12/17/09
Texas County Library	$ 33,150	12/17/09
Atchison Public Library	$ 1,950	12/29/09
Centralia Public Library	$ 5,850	12/29/09
Daviess County Library	$ 1,950	12/29/09
Desloge Public Library	$ 1,950	12/29/09
Doniphan-Ripley County Library Dist	$ 9,750	12/29/09
Dunklin County Library	$ 17,550	12/29/09
Farmington Public Library	$ 5,850	12/29/09
Putnam County Public Library	$ 3,900	12/29/09
Sikeston Public Library	$ 7,800	12/29/09
Springfield-Greene Co Library	$ 25,350	12/29/09
St Joseph Public Library	$ 25,350	12/29/09
Sullivan Public Library	$ 5,850	12/29/09

2010 Phase I Gates Grant Checklists

Phase I – The required forms and tasks needed to complete to receive grant funds are listed below:

☐ Complete and mail the forms from the Award Packet
  1. Gates Opportunity Online Grant Acceptance form .
  2. Application for Phase I payment of Gates Opportunity Online Hardware Grant Funds.
  3. Business Entity Certification **if the grant award is over $5,000**, forms are required from tax supported libraries. If you have questions about the E-verify, process contact Barbara Reading at 800-325-0131 Ext. 4.

☐ Matching Funds Verification form is available in the Gates Grant administration manual, Section 3 and on the SOS web site at http://www.sos.mo.gov/library/development/grants/Gates_Grant.asp. Complete then fax or mail this form as soon as the matching funds are secured—no need to wait until the deadline!

The Phase I Gates grant funds are sent to the library approximately 2 weeks after required paperwork has been received,.

NOTE: Phase II is a 50% match so both the Gates funds and the library funds are the same. You will find the amount in the Grant Administration Manual in Section 2 after the application or agreement. It is also in Section 4 on the Matching Funds Verification—2011 form.

Phase I Tasks Underline After the Grant Funds are Received are listed below:

☐ Purchase the computers awarded by the grant—if the amount spent is over $3,000, complete the Procurement Certification form item 2, sign, date, and fax or mail within 30 days after the purchase.

☐ Set up and install the computers in the Gates awarded library locations.

☐ Enter the new computers into your library's TechAtlas inventory—if you need help with your login or the script, call Jean Morrison at (800) 325-0131 Ext 11.

☐ To verify the first three steps above, return the 2010 Requirements Verification form from the Gates Grant Administration manual Section 3 before **September 15, 2010.**

☐ Complete the ALA/UMCP Library Technology Survey in **October/November, 2010**

☐ Return the 2010 Requirements Verification form with the Requirement 2 section verifying completion of the survey by **December 1, 2010**.

Information on the Phase II will be in the March 1, 2010 newsletter.

What and How to Buy

Gates funds are to be used to purchase your awarded number of computers. Additional funds, above the cost of the computer, were provided by the grant to cover the expected expenses or "Cost of Ownership" incurred over the computer's anticipated 4-5 year "life".

When thinking about an analogy for "Cost of Ownership", think of it as the Gates Foundation purchasing a new car with a complete service package that was paid in advance. Each time the car needs any maintenance, repair, or upkeep, the funds are already available to cover the costs.

The Gates Grant funds also include additional funds to be used as needed to bring the network hardware and peripherals up to date should any infrastructure needs be required. Funds can also be used to match LSTA Technology grants.

The State Library provides the following information as a guide to what is eligible for purchase:

Minimum Specifications:
Bill & Melinda Gates Foundation Libraries are required to purchase computers that meet or exceed the 2010 updated specifications on the State Library website at: http://www.sos.mo.gov/library/development/grants/computer_specs.asp

NOTE: If your library is considering a Thin Client installation, the State Library minimum specifications do not apply. However, it is very important that you research the positive and negative aspects of this configuration before investing. Be aware that a Thin Client installation's high server-level maintenance requires skilled IT staff be readily available. A good, unbiased overview of Thin Client is located at: http://www.networkcomputing.com/virtualization/thin-client-computing.php.

Vendor selection:
New computers are purchased from the vendor of the library's choosing.

Purchases over $3,000:
The State of Missouri requires a vendor "Procurement Certification" form be submitted to the State Library if the purchase of computers equals or exceeds $3,000. A copy of this form was sent in the award packet and is available on the Gates Grant web site (http://www.sos.mo.gov/library/development/grants/Gates_Grant.asp) as a fillable PDF form. Quotes from three vendor sources are required in item 2, and the name of the company selected as vendor must be entered under item 2 on the form.

You do not have to select the source offering the lowest price, but if you select a vendor that was not the lowest price, you must justify why you selected that vendor. Enter your library name, sign, and date the form then send it to the State Library with copies of the vendor information within 30 days after purchase.

If you have any questions about the Procurement Certification form, please call or e-mail Jean Morrison at 800-325-0131 Ext 4 or Jean.Morrison@sos.mo.gov.

Children's workstations:
Workstations dedicated to a library's child patrons eligible under this grant as an optional computer purchase. The State Library has located two vendors who provide workstations designed specifically for children. The vendors may contact Missouri libraries after January 1 to discuss their products. Contact information for

the two vendors, in alphabetical order, follows:

AmeriKit-- http://amerikitsolutions.com/pubpcsubfiles/configs.htm;

Missouri contact is Justin.tuttle@amerikitsolutions.com

AWE-- www.awe-net.com; Missouri contact is Michael Mok mokm@awe-net.com

Both vendors offer quantity purchase discount based on the number of computers ordered. They have offered to consider children's workstations ordered between February 15 and March 15 to be a single group quantity purchase. IF you order children's workstations during this window, please mention that your funding is from the Missouri Bill & Melinda Gates Foundation Opportunity Online Hardware grant award to be included in a quantity purchase for a potential discount.

Verifying your purchases:
Section 3 of the Gates Grant Administration manual contains the "2010 Requirements Verification" form that verifies that the computers were <u>purchased, installed, and entered into TechAtlas</u>. **NOTE: This "Requirement 1" verification is due back no later than September 15, 2010.**

Software purchases:
To save your library money on software for your new computers, use TechSoup as an online source for software. The TechSoup web site is: http://www.techsoup.org/stock/.

Many software packages, including Windows 7 and Office 2007, are available through TechSoup. Scroll down the left navigation bar to identify a company that provides the software you need to purchase, then click on the company name to bring up the products and versions available . You may need to scroll to the bottom of the list and select the next page to see additional products and packages. A handout on signing up for TechSoup and purchasing through TechSoup is in Section 7 of the Gates Grant Administration manual.

Using Gates Funds to Match LSTA Technology Grants

The Bill and Melinda Gates Foundation has approved using some of the money that remains after library patron computers have been purchased as matching funds for grants, including the following LSTA grants.

- **Technology Ladder** can be used to upgrade services and provide funds for large technology projects .
- **Technology Mini-Grant** can be used for short-term technology projects with a total cost not to exceed $19,000.
- **Excellence in Library Service** can be used to contract with a training expert with a skill or knowledge that would help the library to better serve its community. The Project must be for technology-related topics.

LSTA Grant information and application forms are also located on the Secretary of State Web site at: http://www.sos.mo.gov/library/development/grants.asp and on the new Missouri WebJunction web site at: http://mo.webjunction.org/, then click on "Missouri Central" at the top.

LSTA Grant information includes:

- LSTA Grant Table explains what can be purchased under each grant type and funding limits.
- Grant Call Schedule lists the dates and deadlines for each grant cycle.

Grant information is also on the new WebJunction web site at http://mo.webjunction.org/, then click on "Missouri Central" at the top of the page.

Examples of how Gates Grant matching funds could be used as the match for an LSTA Grantare:

1. Your library needs a new server, router, and hub so you decide to go wireless for the entire building.

    You write an LSTA Technology Mini grant to purchase the equipment, software, labor, and staff/patron training needed to complete the project, using some of the remaining Gates Grant funds as match..

2. There is no place in town that citizens can print in color, but you don't want to waste expensive color laser printouts because orphaned printouts are an expensive problem.

    You decide you want to support color printing, and you want to have better printing control so you write a grant to purchase a new laser printer <u>and</u> time/print management software to control the printing waste. Gates Grant funds are used as match for the equipment and software.

December 2009 Year-End Survey Results

Thank you for completing the Year-End Gates Grant Survey. Below are the results of the December, 2009 Gates Grant survey by question with the average response rate based on a scale of 1-5 at the end of each question:

Pre-grant Period before October 30, 2008 to July 1, 2009

1. Overall how would you rate the grant announcement information packet letter, flyer, TechAtlas instructions, and post card? **4.2**
2. If you talked to State Library personnel about the grant, how would you rate the usefulness of information relayed in the call? **4.7**
3. How do you rate your experience entering inventory into TechAtlas? **3.1**
4. When you needed information, how do you rate the promptness of the State Library's response to your question? **4.8**
5. How do you rate the accuracy of information given to you during the Pre-grant phase of this grant? **4.6**

Phase I—July 1, 2009 to November 15, 2009

1. If you talked to State Library Personnel during Phase I, how would you rate the usefulness of information relayed in the call?**4.7**
2. When you needed information, how do you rate the promptness of the State Library personnel response to your question? **4.7**
3. How do you rate the usefulness of the ALA/PLA Turning the Page training for your future fundraising efforts? **4.3**
4. How do you rate the accuracy of information given to you during Phase I of this grant? **4.7**
5. If your library was selected to participate in the TechBuddy program, how do you rate the usefulness of this mentoring program to date? **4.2**
6. If you participated in the Librarian substitute program, how do you rate the usefulness of this program? **4.4**
7. How do you rate the usefulness of the Gates Administration Manual provided by the Missouri State Library? **4.2**
8. How do you rate the Secretary of State Gates Grant web site availability to grant information? **4.1**
9. How useful are the grant newsletters provided by the State Library? **4.1**

A survey will be available to you at the end of each calendar year so that your library has an opportunity to contribute comments and ideas.

Webjunction Missouri—A NEW RESOURCE

Missouri State Library is now offering access to information through a WebJunction community portal at http://mo.webjunction.org/.

This site contains sections designed to share ideas, comments, and resources. As a Missouri-affiliated member library, your library's staff has access to discounted online courses sponsored by WebJunction-Missouri. **Your library's Gates Grant remaining funds can be used to pay the library portion of cost for these courses for staff!**

To set up an account, go to the Webjunction web site at: http://mo.webjunction.org/, then click on "Create Account" under the login box and complete the account form. Be sure to include your library name and position.

After you have an account, become a WebJunction-Missouri affiliate by completing these steps:

1. Go to WebJunction-Missouri at http://mo.webjunction.org/.

2. Sign in with your current WebJunction username and password.

3. Click on "Edit Account".

   - Review your profile to make sure that it shows that you work for a Missouri library. Click "Save" if you make any changes.

   - Click on the "My Affiliations" tab, and check the box in front of "Missouri". Click "Save" to submit the request.

Your request to affiliate with WebJunction Missouri will be sent to the Missouri State Library for review, and you will receive either a confirmation of approval or a request for additional information within 2-3 business days.

You can register for courses at a discounted cost once your affiliation is approved. See the "Courses Table" for full information. No more than two courses can be taken at one time, and must be completed within six months. When one course is completed, you can start another course.

After you become an affiliate, you will have access to all of the services including:

   - Upload and share technology curriculum and technology tips.

   - Post discussions and leave discussion threads on existing discussions.

   - Request specific "non-copyrighted" curriculum other library staff have created.

If you need help with setting up an account or affiliation, please contact the support team at: support@webjunction.org.

The Gates News Network newsletter is produced quarterly.
If you have a story about the Gates Grant or a (.jpg) picture you would like to share, go to
http://mo.webjunction/org/mogrants to log into your TechAtlas affiliate account (instructions on
creating this account are above), then click on "Gates Foundation" on the left. Upload pictures and text
files by clicking on the "Documents" tab, then click on the "Submit Documents" button.
You can select the "Discussion" tab to create or add to a discussion thread.